



***State of Washington
Department of Transportation
Notice to Consultants
Integrated Permitting System***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications to develop organizing templates, guidance materials, process descriptions, and flowcharts necessary to pilot an “Integrated Permitting System.” This contract will be for four (4) months duration and will be for approximately \$50,000.

Project Description

WSDOT intends to select a consultant to develop a guidance document for creating a unified project decision support document (“unified permit binder”) for state and federal agencies and local governments that will be sufficient to support all regulatory decision making for transportation projects. The unified permit binder will serve as one tool to support an Integrated Permitting System, which seeks to integrate project design, environmental review, permitting, and mitigation elements into a single process. The analysis, development, and testing of an Integrated Permitting System would be a product of the Transportation Permit Efficiency and Accountability Committee (TPEAC). WSDOT specifically seeks a consultant to develop the unified permit binder component of the Integrated Permitting System.

The consultant is expected to develop the necessary standardized outline checklists, templates, and organizational structure for a unified permit binder. The content and structure of the unified permit binder must accommodate all project-specific designs for a transportation project, and the associated environmental reviews and permitting support documentation necessary to ensure that the binder is capable of serving as the single master support document for all regulatory decision making for a project. Elements of the unified permit binder should include, but are not necessarily limited to, (a) sufficient documentation satisfy all NEPA and SEPA requirements, (b) all information, including design, necessary to obtain permits, (c) identification of procedures for public and agency involvement, and (d) sufficient documentation and organization of all materials to provide a complete, succinct and logically organized project administrative record. Ideally, the design of the unified permit binder under this contract needs to support future implementation of the product in a web-based environment, allowing appropriate access by all interested parties and controlled maintenance and record keeping of the project’s data and records of decisions.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm’s Project Management System (Prime Consultant Only);



5. Project Delivery Approach;
6. References/past performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications on the cover of the submittal and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.



Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, April 25, 2003:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104. All other questions regarding the technical aspect of the notice should be directed to Ms. Patty Lynch, Environmental Affairs Office at 360-705-7448.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, March 14, 2003 and Friday, March 21, 2003.